

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: March 20, 2007

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – FEBRUARY REVISION # 02 – 07**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for February 2007. The manual can be obtained by accessing the State Controller's Office public website at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the February 2007 PPM are provided below:

Section H - Following sections on Levy on Earnings (Garnishment) are revised: 300, 301-306, 313-314, 317-321, 323.1-325.

Section N - Following sections on Fringe Benefits/Employee Business Expenses are revised: 129.1, 129.1.2, 129.2.2, 130.2.2, 130.2.3, 131.1.2, 147.2.2, 161, 161.1, 161.3.2, 161.6.2.

Section Z - H-2 Index – Garnishment Documentation – PPSD 638 form examples 10-14 added.

PLEASE NOTE:

Effective November 20, 2006, the State Controller's Office changed to the Automated Listserv Management System (Listserv), replacing the Majordomo Automated List Management System (Majordomo). Please refer to [Personnel Letter 06-019](#) for further information. For instructions to subscribe or unsubscribe go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at tyarbrough@sco.ca.gov.

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